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28 August 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Three Operational Films Recently Completed []

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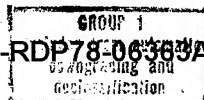
25X1 The staff [] has recently completed three films to be
used in its training programs. The films were planned, acted and
25X1 produced [] They were made with 16mm motion picture
equipment on hand. Actors were chosen on the basis of their opera-
tional skills rather than acting ability.

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2. Director's Visit to Air War College Anticipated by the Entire Class

The Agency representatives at the Air War College have indicated
in recent correspondence that the entire student body is looking forward

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to the DCI's visit on 15 September as one of the highlights of the academic year. Earlier Mr. Helms requested OTR to prepare his address: it is being delivered to his office Thursday, 28 August.

3. Local Academic Programs on the Increase

The Office of Training has approved approximately ☐ employees to participate in local after hours academic programs in the Washington area beginning with the fall semester. This represents a considerable increase over previous fall enrollments.

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4. Research on the Donovan Years Progressing

☐ recently visited the University of Delaware and Yale University in connection with his special research project on the General Donovan years. Both visits were quite productive in that ☐ turned up material he believes to be unpublished to date.

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5. Special Spanish Courses for WH Division

Representatives from the Language School and WH Division met recently to discuss the Division's requirement for Spanish training. The Division now has the syllabus for the 28-week course for their review. WH still plans to send some of its case officer students to ☐ especially in those instances ☐ It appears that a large number of clerical and administrative personnel will be enrolled in the training.

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7. Status of Classroom Improvements at Headquarters Building

We have been working closely with representatives from the Office of Logistics on improvements in Classrooms 1A07 and 1A13 Headquarters Building. At the present time OTR is refining some of its requirements and OL is drawing up overall plans for the classrooms. We expect these actions to be completed within the next few days. OL will then provide us with a cost estimate and an estimated time for the completion of the improvements.

One of the problems will be the relocation of classes scheduled for those rooms during the renovation period. Those rooms are fully booked between now and 19 December. We are looking into a solution for this problem at this time.

8. Non-Agency Briefings

During the reporting period, the following non-Agency briefings were given:

At Headquarters, for Roger Morris, White House African expert on Mr. Kissinger's staff, on CIA.

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At Headquarters, for the Honorable Leonard C. Meeker, newly-appointed Ambassador to Romania, a briefing on CIA and the Intelligence Community.

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for

Acting Director of Training

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